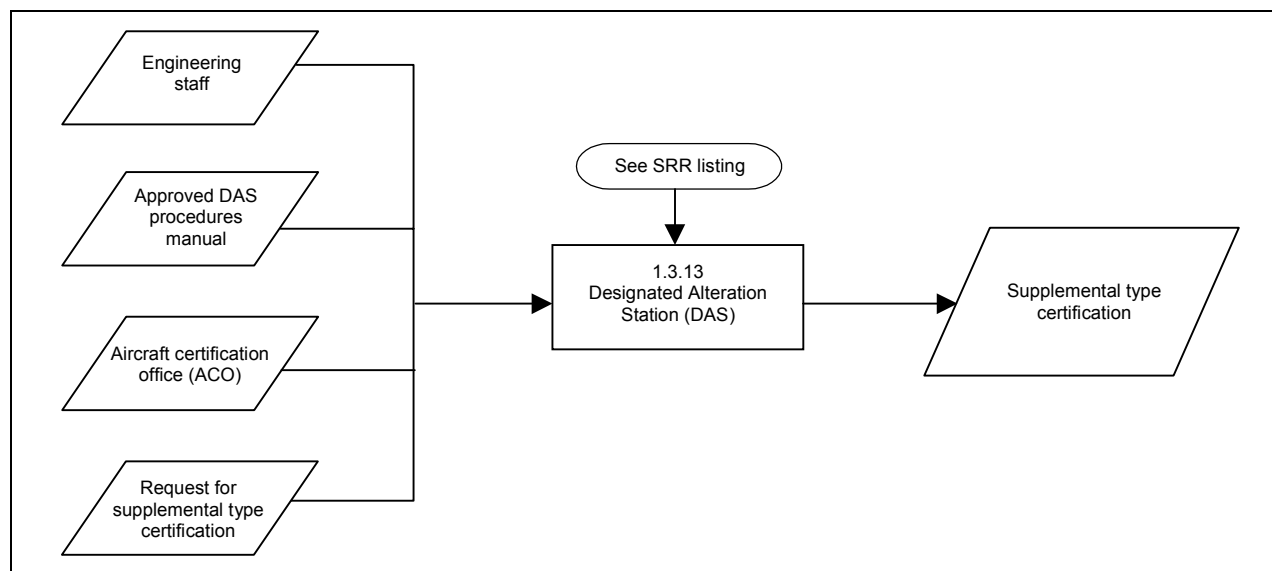


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 1.3.13 Designated Alteration Station (DAS)

**Purpose of this Element** (Air Carrier's responsibility): To ensure that the Air Carrier develops appropriate data for major alterations or for the issuance of a Supplemental Type Certificate (STC) in accordance with its privileges and limitations.

**Objective** (FAA responsibility): To verify that the Air Carrier follows the policies, procedures and controls for its Designated Alteration Station (DAS) authority.

### Inputs:

- Engineering Staff
- Approved DAS Procedures Manual
- Aircraft Certification Office (ACO)
- Request for Supplemental Type Certification

### Outputs:

- Supplemental Type Certification

### Performance Measures:

- DAS holder is operating within the scope of approval and limitations.
- DAS holder is operating within its approved DAS Procedures Manual.
- Aircraft alterations meet intended functions.
- After review, all Supplemental Type Certifications are accepted by the Aircraft Certification Office.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 121.379 (b) Authority to perform and approve maintenance, preventive maintenance, and alterations

## **Other CFRs and/or FAA Guidance:**

- CFR 21.441 (a)--Mandatory approval of the DAS Procedures Manual.
- CFR 21.441 (b)--All changes in DAS Facility or staff must be approved and entered into Procedures Manual.
- CFR 21.443 (a)--A DAS Authorization is effective until surrendered or Revoked.
- CFR 21.443 (b)--DAS must return Certificate to the FAA When it is no longer
- CFR 21.451 (a)--DAS Authorization Limitations.
- CFR 21.451 (b)--Additional DAS Authorizations.
- CFR 21.463 (a)--DAS STC Requirements.
- CFR 21.463 (b)--STC Reporting Limitations.(30 Days)
- CFR 21.493 (a)--DAS Record Retention Requirements.
- CFR 21.493 (b)--DAS Records must be made available to the Administrator.
- Refer to appropriate Advisory Circulars

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.379 (b)	To ensure that major alterations are completed in accordance with data approved by the Administrator (designee).	<b>Certification:</b> Aircraft Certification Office and Airworthiness  <b>Surveillance:</b> Aircraft Certification Office and Airworthiness

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 1 - RESPONSIBILITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the DAS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the Designated Alteration Station (DAS) process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Designated Alteration Station (DAS) process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If yes, provide the name: <input type="checkbox"/> NO      If no, explain:
2. Does the person understand the procedures associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 2 – AUTHORITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the DAS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the Designated Alteration Station (DAS) process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Designated Alteration Station (DAS) process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If yes, provide the name: <input type="checkbox"/> NO      If no, explain:
2. Does the person understand the procedures associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the DAS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Designated Alteration Station (DAS) process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Designated Alteration Station (DAS) process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Designated Alteration Station (DAS) process to gain an understanding of the procedures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Do written procedures exist to achieve the desired result of the Designated Alteration Station (DAS) process:

*1.1 Do written procedures require the air carrier to use its DAS Procedures Manual when performing an alteration using its DAS authority? [SRR 121.379(b)]*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

*1.2 Do written procedures outline the method for auditing the DAS in accordance with the AC (21.431-1A)?*

☐ YES    **If no or N/A, explain:**  
☐ NO  
☐ N/A

2. Do the procedures identify: who, what, where, when and how?

☐ YES    **If no, explain:**  
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES    **If no, explain:**  
☐ NO

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?

☐ YES    **If no, explain:**  
☐ NO

5. Does the air carrier have the resources to support the written procedures for the Designated Alteration Station (DAS) process?

☐ YES    **If no, explain:**  
☐ NO

6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).

☐ YES    **If no, explain:**  
☐ NO  
☐ N/A, **No alternate procedures exist for this element**

7. Are the procedures published in different manuals relating to the Designated Alteration Station (DAS) process consistent?

☐ YES    **If no, explain:**  
☐ NO

8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Designated Alteration Station (DAS) process?

☐ YES    **If no, explain:**  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the DAS process to ensure a desired result is achieved.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Designated Alteration Station (DAS) process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Designated Alteration Station (DAS) process with appropriate personnel to gain an understanding of the controls.
4. Observe the Designated Alteration Station (DAS) process to gain an understanding of the controls.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following checks and restraints built into the Designated Alteration Station (DAS) process:
 

<i>1.1 Does the air carrier's alterations form include an indication (e.g., box, question blank) that the data were approved through DAS procedures?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the DAS process, to identify and correct problems or potential problems.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Designated Alteration Station (DAS) process.
2. Discuss the Designated Alteration Station (DAS) process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Designated Alteration Station (DAS) process to gain an understanding of the process measures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. <Deleted>

2. Does the air carrier's Designated Alteration Station (DAS) process include the following process measurements?

2.1 The air carrier accomplishes a DAS audit in accordance with Appendix 1 of AC (21.431-1A).

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES    If no, explain:  
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES    If no, explain:  
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES    If no, explain:  
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES    If no, explain:  
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Designated Alteration Station (DAS) process?

☐ YES    If no, explain:  
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Designated Alteration Station (DAS) process?

☐ YES    If no, explain:  
☐ NO



# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the DAS process and the other element processes within the air carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Designated Alteration Station (DAS) process.
2. Discuss the Designated Alteration Station (DAS) process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Designated Alteration Station (DAS) process to gain an understanding of the interfaces.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following interfaces identified for the Designated Alteration Station (DAS) process:

1.1 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Aircraft Certification Office	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Records Department	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Quality Control/Quality Assurance Department	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 The interface between FAR 21.493 (a, b) and FAR 121.380 to ensure that all of the records are being retained for the required duration.	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.13 Designated Alteration Station (DAS)

### SECTION 6 – INTERFACES ATTRIBUTE

<p>1.9 (Manual) Distribution (Element 2.1.3)</p>	<p><input type="checkbox"/> YES    If no or N/A, explain:</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> N/A</p>
<p>1.10 (Manual) Availability (Element 2.1.4)</p>	<p><input type="checkbox"/> YES    If no or N/A, explain:</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> N/A</p>
<p>2. List any additional interfaces identified:</p>	
<p>3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?</p>	<p><input type="checkbox"/> YES    If no, explain:</p> <p><input type="checkbox"/> NO</p>
<p>4. Are there controls to ensure that interfaces occur?</p>	<p><input type="checkbox"/> YES    If no, explain:</p> <p><input type="checkbox"/> NO</p>
<p>5. Are the interfaces between the Designated Alteration Station (DAS) process and other processes treated consistently in the Manual(s)?</p>	<p><input type="checkbox"/> YES    If no, explain:</p> <p><input type="checkbox"/> NO</p>